



AIAA STANDARDS PROGRAM PROCEDURES

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1 AIAA Standards Program Overview

1.1 Purpose

The purpose of the American Institute of Aeronautics and Astronautics (AIAA) Standards Program is to provide the technical standards and guidance needed by the aerospace industry to enable cooperation and provide a basis for competition. This will be achieved by the development of engineering and technical standards documents where a need has been identified.

The purpose of these *Procedures* is to support the integrity of the standards to all users and ensure that the AIAA Standards Program, as authorized by the AIAA Board of Directors, operates in a manner that warrants continued accreditation by the American National Standards Institute (ANSI). Strict adherence to these *Procedures* will facilitate adoption of AIAA standards publications (a) by Federal and State agencies, thus fulfilling the requirements of Public Law 104-113; (b) as the basis for international standards; and (c) by the expanding commercial aerospace industry.

1.2 Scope

The AIAA Standards Program shall consist of the development, publication, and maintenance of engineering and technical standards and related documents. The technical scope of these standards documents covers all areas of interest to AIAA Technical Committees. These areas include systems, components, materials, products, technologies, methods, and practices in voluntary aeronautical and aerospace applications. Standards will cover topics such as human factors, safety, design, testing, construction, maintenance, performance, natural and induced environments, and operation of aerospace devices, equipment, and systems. AIAA standards documents are categorized in one of four groups: Standards, Recommended Practices, Guides, and Special Project Reports.

AIAA will cooperate and coordinate with other standards bodies nationally in the technical areas within the scope of the AIAA Standards Program.

1.3 Participation in ANSI

The AIAA Standards Executive Committee (SEC), as authorized by the AIAA Board of Directors, shall seek, obtain, and maintain accreditation of the AIAA Standards Program by the American National Standards Institute (ANSI).

Submittal of documents to ANSI for approval as an American National Standard shall be in accordance with the guidelines set forth in the most current revision of the *ANSI Essential Requirements* (<http://publicaa.ansi.org/sites>). Submittal to ANSI will be done by the Standards Secretariat at the appropriate stage in development as identified by the consensus body and approved by the SEC.

Unless otherwise specified on the project proposal form and approved by the SEC, new AIAA standards projects will be developed with the intention of being submitted to the American National Standards Institute (ANSI) for approval as American National Standards (ANS).

1.4 Disclaimers

The AIAA Standards Program process produces voluntary aerospace standards, guides, recommended practices, and special projects. These standards and other documents are formulated and written by experts who volunteer their time and effort to contribute to the national interest, where the need for such standards documents has been identified. Standards documents go through a review and approval process, as described in these *Procedures*, prior to publication. Published documents embody the best efforts of aerospace professionals who write and review the documents and are defined by good scientific, technical, and engineering practices.

AIAA *Standards Program Procedures* embodied in this document provide that all approved standards documents are advisory only. Their use by anyone engaged in industry or trade is entirely voluntary.

There is no implied requirement to adhere to any AIAA standards document and no commitment to conform to or be guided by any standards document. Prospective users of the documents are responsible for protecting themselves against liability for infringement of patents or copyrights, or both. AIAA is not liable for any activities by other organizations or individuals in their use, for any purpose, of AIAA standards documents. Compliance with AIAA standards documents does not guarantee quality or satisfactory application.

The AIAA and its Committees on Standards will not engage in testing or certification of products, systems, or any other device or method, for demonstrating compliance with AIAA Standards or any other standards. No individual, group, or committee, whether members of AIAA or not, is authorized to express opinions or act in any way in these matters in the name of AIAA or on behalf of AIAA, unless duly appointed for this purpose by the Standards Executive Council.

The AIAA assumes no responsibility for the use of its standards documents or interpretation of them provided by any external organization. Standards documents include Standards, Recommended Practices, Guides, and Special Project Reports.

The Committees on Standards or the Standards Executive Council shall make good faith efforts to resolve potential conflicts between and among existing and candidate standards from all sources.

2 Organization

2.1 General

The AIAA Standards Program consists of an oversight body (the Standards Executive Council, SEC), consensus bodies charged with the development of approved consensus documents (typically referred to as Committees on Standards, CoS), and supported by the AIAA staff (referred to herein as the Standards Secretariat) responsible for the administration of the Standards Program in accordance with the policies and procedures contained herein.

2.2 Standards Executive Council

The SEC shall provide policy, direction, and guidance to the AIAA Board of Directors, approved consensus bodies, and AIAA staff on all issues related to the Standards Program.

2.2.1 Mission and Guidelines

The Standards Executive Council (SEC) guides the AIAA Standards Program including the development of AIAA standards, guidelines, recommended technical practices, and special project reports.

2.2.2 Membership Requirements

The SEC shall consist of the chairperson and at least 10 council members who are AIAA members. The chairperson of the SEC shall be the AIAA Vice President Standards, elected by the AIAA membership or otherwise appointed by the AIAA Board of Directors. The VP-Standards is charged with the overall direction of standards activities involving the SEC, Standards Technical Council, and Committees on Standards as authorized by the President and the Board. SEC members are recommended by the VP-Standards and appointed by the AIAA President. SEC members are permitted to serve as members of a CoS. The term of office for SEC members shall be 3 years, and members may be re-appointed for multiple terms on the recommendation of the VP-Standards. The VP-Standards Elect shall automatically become a member of the SEC upon completion of the election process for AIAA officers.

2.2.3 Responsibilities and Process

The SEC shall ensure that all procedures set forth herein pertaining to standards actions have been implemented. At least two-thirds of all votes of the SEC membership must be affirmative for approval.

2.2.3.1 Proposal Review

The SEC shall evaluate proposals for new Committees on Standards (Attachment 1). The SEC shall evaluate proposals for new standards projects presented on relevant AIAA proposal forms (Attachment 2). To address claims of conflict and/or duplication following submission of the PINS form to ANSI for American National Standards, AIAA shall comply with clause 2.5 of the current *ANSI Essential Requirements*.

2.2.3.2 Public Review

Members of the SEC may participate in the public review process, which is announced in the *Daily Launch, Momentum*, and other AIAA venues in addition to the *ANSI Standards Action* if the document is to become an American National Standard (ANS).

2.2.3.3 Voting

Members of the SEC, as part of their agreed-upon responsibilities, shall participate in the voting process. The SEC shall ensure that the process followed by Committees on Standards to develop consensus documents complies with the requirements set forth herein. The ballot period for the SEC is 14 calendar days and distributed by the Standards Secretariat. A minimum of 68% of the SEC members must vote; two-thirds of all votes must be affirmative for approval. The Standards Secretariat shall inform the SEC of the ballot results. If a member of the SEC fails to vote in three consecutive ballots, then that individual shall be removed from the SEC on the recommendation of the VP-Standards.

Votes shall be recorded as follows: Affirmative, Affirmative with Comments, Negative, Abstain (with stated reason). Negative votes must be accompanied by comments related to the ballot question (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection). Votes unaccompanied by such comments related to the ballot question shall be recorded as “negative without comment” without further notice to the voter. Such votes shall not be factored into the numerical requirements for consensus. The same procedure shall apply for negative votes submitted with comments not related to the ballot question. Abstentions should be accompanied by a reason. “Conditional” votes (i.e., affirmative votes that contain instructions “only if the following comments are accepted/changes are made”) shall not be accepted. In such a case, the Standards Secretariat will record the vote as negative. Any “conditional” votes received will be returned to the voter for further clarification. These provisions shall be indicated on the ballot form. Comments received that are unrelated to the ballot question may be considered as new proposals for work by any appropriate body.

2.3 Committees on Standards

A Committee on Standards (CoS) shall be responsible for developing and maintaining technical content of standards documents, and recommending SEC acceptance of completed documents as AIAA Standards. New projects may be initiated within an existing CoS that has an appropriate range of discipline responsibility. New projects may also be developed with the formation of a new CoS. Where a new CoS is required, a Proposal for a New Committee on Standards (see Attachment 1) must be submitted to the SEC for approval.

2.3.1 Mission and Guidelines

Each CoS shall have a scope focused on a set of technical areas that permit an efficient development process based upon good management practices and available resources.

2.3.2 Membership Requirements

There is no limit to the number of members on a CoS; membership may be limited in size only with SEC approval. There shall be a minimum of five members.

2.3.2.1 Officers

The initial Chairperson of a CoS shall be appointed by the SEC in accordance with the Proposal for a New Committee on Standards (see Attachment 1) and/or the Standards Project Proposal Form (see Attachment 2). The Chairperson shall work with the Standards Secretariat to identify the initial membership of the CoS in line with the requirements in section 2.3.2.2. Any additional CoS officers needed (e.g., Vice-Chair or Secretary) shall be determined by the Chairperson and the members of the CoS. Because each CoS is responsible for the maintenance of its standards documents (see section 2.3), the CoS must be kept in operational readiness as long as there are active standards for which they are accountable.

The initial and subsequent Chairperson of a CoS is required to be a member in good standing in AIAA. Any CoS Chairperson may serve as an ex-officio, nonvoting member of the SEC. The CoS Chairperson shall provide project status and schedule reports to the SEC as requested.

2.3.2.2 Members

Membership on a CoS is open to any directly and materially affected, technically qualified individuals with a capability and a willingness to participate in the work of the CoS. Members of a CoS are not required to be AIAA members. Current members of the SEC may serve as members of a CoS.

Each CoS Chairperson shall announce the opportunity to join the committee any time that a new project is proposed or when deemed appropriate by the committee chair. Inquiries shall be considered at any time. In recommending an individual for membership on a CoS, consideration shall be given with regard to balanced representation on the CoS. New members shall be affirmed by the CoS and shall be oriented as quickly as possible.

2.3.3 Participation

Members shall be asked to provide a completed Participation Form (see Attachment 3) that is kept on file by the CoS and Standards Secretariat. CoS Members shall notify the Standards Secretariat in writing if any of their information, including their interest category, has been misrepresented on the roster. Upon distribution of this roster, the CoS Chairperson (or a designee) shall assume responsibility for maintaining accurate participation records and forwarding all information on proposed new committee members to the Standards Secretariat before a new member is officially added to the roster.

No individual shall be listed as a CoS member in an AIAA standards document unless a completed participation form is on file with the Standards Secretariat.

2.3.4 Interest Categories

All members shall identify themselves by interest categories appropriate to the subject of the document being developed (e.g., government, industry, or academia). Self-identification of primary interest provides the basis for demonstrating that a balance of interest has been achieved.

To maintain required balance, the selection of the members of a CoS shall include consideration of not only the particular experience and expertise of a member but also the self-identified interest category of the member. A CoS is balanced when **no one interest category comprises more than 50% of a project's CoS membership** (for safety standards, no single interest category should constitute more than 33%, or one-third, of the consensus body).

The interest categories appropriate to the development of consensus in any given standards activity are a function of the nature of the standards being developed. Interest categories shall be discretely defined, cover all materially affected parties, and differentiate each category from the other categories. Such definitions shall be available upon request (see Annex A). Due diligence shall be sought when recruiting

participants from various interest categories. In defining the interest categories appropriate to a standards activity, consideration shall be given to the primary categories as follows:

- a) government;
- b) industry;
- c) academia.

The following functional categories must also be considered to ensure balance of interest in the CoS composition and voting:

Balance

- a) producer;
- b) user;
- c) general interest.

Where appropriate, additional interest categories should be considered.¹

Unless it is claimed in writing (including electronic communications) to the Standards Secretariat by a directly and materially affected party that a single interest category, individual, or organization dominated the standards development process, no test for dominance is required.

2.3.5 Responsibilities and Process

The CoS Chair, in consultation with any other officers, should define and clearly communicate participation requirements for CoS members to ensure that all members actively participate in the work of the CoS. Any member removed from the CoS by the CoS Chair due to not meeting these requirements may appeal the decision to the SEC. The CoS Chair shall be responsible for obtaining and retaining copies of the necessary documentation to comply with the AIAA Standards Program and AIAA patent policy (see section 4.6).

Each CoS member shall be expected to give thorough consideration to each subject brought before the committee for action, must vote on the approval of each draft document, assist in maintaining and balancing the membership of the CoS, and assist generally in carrying out the functions of the CoS.

Any CoS member who is unable to attend a committee meeting or participate in a committee ballot should be represented by a designated alternate who shall have all the privileges and obligations of a member during the period of service in this capacity. Alternates should be indicated upon initial acceptance to the CoS via the CoS Participation Form (Attachment 3). The document shall reflect members of the CoS who worked on it; alternate members of the CoS, if listed, shall be indicated as alternates (use a footnote or asterisk explained in a NOTE).

2.3.5.1 Voting

CoS voting privileges shall normally observe the “one organization, one vote” rule (e.g., two people from the same company cannot both be voting members; however, two people from the same organization but different sectors with different interest category may both be voting members). The voting representative for an organization must be identified on the appropriate members’ Participation Form. It may be necessary for multiple representatives from a single organization to coordinate among themselves who the voting member will be. With the approval of a majority of CoS members, large organizations with multiple internal “entities” may be afforded multiple votes provided they can clearly demonstrate that the material interests of the different entities in the topic being considered differ sufficiently to support multiple votes. Examples of this could be different NASA centers where one is affected by the testing aspects of a

¹ Further interest categories that may be used to categorize directly and materially affected persons consist of, but are not limited to, the examples defined in Annex A.

standardization topic, whereas another is affected by the operational aspects of the topic.

Votes shall be recorded as follows: Affirmative, Affirmative with Comments, Negative, Abstain. Negative votes must be accompanied by comments related to this question (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection). Votes unaccompanied by such comments related to the ballot question shall be recorded as “negative without comment” without further notice to the voter. Such votes shall not be factored into the numerical requirements for consensus. The same procedure shall apply for negative votes submitted with comments not related to the ballot question. Abstentions should be accompanied by a reason. “Conditional” votes (i.e., affirmative votes that contain instructions “only if the following comments are accepted/changes are made) shall not be accepted. In such a case, the vote should be negative. Any “conditional” votes received will be returned to the voter for further clarification. These provisions shall be indicated on the ballot form. Comments received that are unrelated to the ballot question may be considered as new proposals for work by any appropriate body.

2.4 Technical Activities Committee Liaison

Because of the many technical committees within AIAA, it is beneficial for the SEC to have one member serve as a Liaison to the Technical Activities Committee (TAC) of AIAA. Technical Committees (TCs) bring together experts in their fields and give them the opportunity to exchange knowledge and participate in numerous activities, including the development of standards.

2.4.1 Role

The TAC Liaison on the SEC shall serve as a point of contact for identifying and coordinating technical expertise and resources in the Technical Committees (TC) that can support the development of relevant standards. The TAC Liaison shall provide information between the TAC and the SEC that is valuable and important to the overall management of the activities as it pertains to the AIAA Standards Program. This communication shall occur with various participating TAC and SEC/CoS members or directly with the VP-Standards and VP-Technical Activities.

2.4.2 Project Development

It is envisioned and encouraged that standards projects may be initiated and supported by AIAA TCs, which the TAC Liaison may act as a resource of procedural information in conjunction with the Standards Secretariat. In the case of standards that are to become American National Standards, an AIAA TC may not serve as a consensus body. AIAA membership requirements placed on TC members represent a barrier to participation that does not comply with *ANSI Essential Requirements: Due process requirements for American National Standards*, section 1.1 (<http://publicaa.ansi.org/sites>).

Two options exist for an AIAA TC wishing to sponsor an American National Standard:

- a) develop the project through an existing AIAA CoS;
- b) form a new AIAA CoS that is compliant with the procedures described here.

All standards development projects undertaken by an AIAA CoS in collaboration with an AIAA TC shall be open to any and all interested and materially affected parties. AIAA membership shall not be a requirement for participation on a CoS.

2.5 Standards Secretariat

2.5.1 Appointment and Role

The AIAA Executive Director shall appoint a staff member to serve as Standards Secretariat. This person shall support and coordinate the work of the SEC and the CoS to ensure production of technical standards that are relevant to the industry and meet the goals of AIAA.

2.5.2 Responsibilities and Process

The Standards Secretariat is responsible for tracking the development of all approved projects from initiation to publication, and ensuring that the requirements set forth herein are met and documented.

2.5.2.1 SEC

The Standards Secretariat provides advice and administrative services to the SEC. This individual shall not have voting rights on SEC matters. This person shall maintain a current roster of the SEC, administer ballots as defined herein, and manage the SEC listserve.

2.5.2.2 CoS

The Standards Secretariat assists CoS Chairperson in planning meetings at AIAA-sponsored events. In addition, the Standards Secretariat provides guidance to the CoS in the development process of a standard as well as provide administrative support within the scope of AIAA.

- a) Participation: The Standards Secretariat is responsible for collecting and archiving all CoS Participation Forms (see Attachment 3) upon formation of a CoS. Upon receipt of all expected Participation Forms, the data therein shall be used to compile an official CoS roster indicating the interest category of each member and any designated alternate. The roster shall be used to determine the numerical statistics demonstrating balance and the Standards Secretariat shall circulate it to the CoS members. Additional members may be solicited through the ANSI PINS form in the case of ANS.
- b) Document Development and Publication: All Standards, Recommended Practices, and Guides are administered by the Standards Secretariat, including the final proofreading and formatting of a document in preparation for public review and final publication.
- c) Public Review, Comments, and Ballots: The Standards Secretariat shall facilitate public review upon consultation with the CoS Chairperson and provide appropriate notification of the availability of public review. Such notification can be accomplished via announcement in relevant AIAA publications (*AIAA Bulletin*, *Daily Launch*, *Momentum*, etc.) as well as *ANSI Standards Action*. The Standards Secretariat shall collect and collate comments from public review and distribute to the CoS Chair for evaluation and resolution. The Standards Secretariat shall distribute comment resolutions received from the CoS Chair to the entire CoS. Upon resolution of comments, the Standards Secretariat shall circulate ballots to the CoS. For process traceability purposes, no other individual shall be authorized to circulate a ballot.

2.5.2.3 ANSI

The Standards Secretariat is responsible for administrative procedures associated with ANSI requirements in the production and maintenance of standards.

2.5.2.4 ISO

The Standards Secretariat is responsible for administrative procedures associated with the U.S. Technical Advisory Group (TAG for the International Standards Organization (ISO) TC20/SC14, its working groups, and ISO TC20/SC13.

3 Business Process

3.1 Robert's Rules

On questions of parliamentary process not covered in these operating procedures, *Robert's Rules of Order Newly Revised*, latest edition (www.robertsrules.com), shall be used.

3.2 Due Process

Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by (a) expressing a position and its basis, (b) having that position considered, and (c) having the right to appeal. Due process allows for equity and fair play.

3.3 Quorum

A quorum shall consist of a majority of the committee membership eligible to vote. In the absence of a quorum, any voted action shall be subject to approval by a recorded vote of the committee membership.

For actions other than consensus approvals of draft standards documents, a majority of those present (assuming a quorum) shall be sufficient to ratify committee actions.

3.4 Majority Vote

For the purposes of voting procedures, majority vote shall be more than half; 50% plus one.

3.5 Record Retention

AIAA shall retain all necessary records to demonstrate compliance with all aspects of ANSI accredited *Procedures*. Such records shall be available for audit as directed by the ANSI Executive Standards Council (ExSC) and AIAA SEC.

All records shall be retained for one complete standards cycle, or until the standard is revised.

Records concerning withdrawals of any standard shall be retained for 5 years from the date of withdrawal.

4 Policies

4.1 Ad Hoc Groups

Ad hoc groups or committees may be formed for the purpose of assisting the SEC or an approved CoS in carrying out its duties. Should such groups be formed to provide consensus approval on standards actions, all procedures defined herein shall be observed.

4.2 Administrative Items

The SEC is the sole responsible body for administration of the AIAA Standards Program. Decisions regarding policy or publication are made by a majority vote of the SEC membership.

4.3 Interpretations

Requests for interpretations of policies, procedures, and requirements shall be made in writing or by electronic communication to the Standards Secretariat.

Responses to requests for interpretations of documents shall be made by either the entire CoS or an approved subset of that body. The approval of any interpretation subcommittee will be at the discretion of the CoS Chair. Any interpretation developed by a subset of the CoS shall be circulated in writing to the entire committee for approval by a majority of CoS members prior to being made publicly available.

A response to the original request for interpretation shall also be submitted in writing.

4.4 Identification of Materials and Services

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an AIAA standard. A standard must not appear to endorse any particular products, services, or companies or include proper names or

trademarks of specific products companies or organizations in the text of a standard. Where a sole source exists for essential equipment or materials, it is permissible to supply the name and address of the source in a footnote or informative annex as long as the words “or the equivalent” are added to the reference. In connection with standards that relate to the determination of whether products or services conform to one or more standards, the process or criteria for determining conformity can be standardized as long as the description of the process or criteria is limited to technical and engineering concerns and does not include what would otherwise be a commercial term or proper name.

4.5 Metric Policy

Units of the International System of Units (SI), the modernized metric system, shall be used in all standards published by AIAA. Inch-pound (U.S. Customary) units also may be included if applicable.

4.6 Patents

If an AIAA CoS anticipates including the use of a patent in a draft AIAA standard, then the ANSI Patent Policy outlined in the most current version of the ANSI *Essential Requirements* at the time the document is balloted shall be followed.

4.7 Commercial Terms and Conditions

Provisions involving business relations between buyer and seller such as guarantees, warranties, and other commercial terms and conditions shall not be included in an American National Standard. The ANSI Commercial Terms and Conditions Policy outlined in the most current version of the *ANSI Essential Requirements* at the time the document is balloted shall be followed in such cases.

4.8 Right of Appeal

Persons who have directly and materially affected interests and who have been or will be adversely affected by any procedural action or inaction by an AIAA CoS with regard to the development of a proposed standard or the revision, reaffirmation, or withdrawal of an existing standard have the right to appeal. Unresolved objectors shall be informed in writing of their right to appeal and that an appeals process exists within AIAA. Every effort shall be made to resolve the matter informally before going to a full appeals hearing.

4.8.1 Appeal

The appellant shall file a written appeal with the Standards Secretariat within 14 calendar days of the date of notification of approval of the standard at issue by a CoS. The appeal shall state the nature of the objection including any adverse effects, the clause of the *Procedures* or the standard that is at issue, actions that are at issue, and the specific remedial action that would satisfy the appellant's concerns. Previous efforts to resolve the objection and the outcome shall be noted. The appeal shall be referred to the VP-Standards.

4.8.2 Appeals Panel

Within 30 days after receipt of the appeal, the VP-Standards shall appoint a three-member appeals panel. The panel shall consist of SEC members who have not been directly involved in the matter in dispute and who will not be materially or directly affected by any decision made in the dispute. At least two of the appeals panel members shall be acceptable to the appellant.

4.8.3 Hearing

The Standards Secretariat shall schedule a hearing with the appeals panel on a date agreeable to all participants, giving at least 15 days' notice. The hearing may be conducted by telephone if acceptable to all parties. The Standards Secretariat will provide written documentation of the discussions during the hearing within 3 days after its conclusion, to the appellant and all concerned parties.

4.8.4 Decision

The appeals panel shall render its decision in writing within 15 days of the hearing, stating findings of fact and conclusions, with reasons thereof. The written decision shall be provided to the appellant and all concerned parties.

Consideration shall be given to the following position, among others, in formulating the decision:

- finding for the appellant, remanding the action to the CoS or the secretariat with a specific statement of issues and facts in regard to which fair and equitable action was not taken;
- finding for the CoS, with specific statement of facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections.

The decision of the appeal panel shall be deemed a final decision on the document and no further action by the same appellant within the AIAA process will be considered.

4.9 Antitrust Policy

All standards shall be developed in accordance with applicable antitrust and competition laws and meetings amongst competitors to develop standards shall be conducted in accordance with these laws. The ANSI Antitrust Policy outlined in the most current version of the *ANSI Essential Requirements* at the time the document is balloted shall be followed in such cases.

5 Standards Development Activities

An overview of the development of a standard, recommended practice, or guide can be found in Annex B. Unless otherwise stated, electronic communication is acceptable for notification, balloting, and commenting during the standards development process. Unresolved objectors shall be informed in writing of their right to appeal and that an appeals process exists within AIAA.

5.1 Document Initiation and Development

Once a standard, recommended practice, or guide has been approved for development, revision, or reaffirmation, the CoS drafts the document following the standards template and then submits the final version to the Standards Secretariat for review. The Standards Secretariat ensures that the document meets AIAA style and format for standards documents and sends the document to the CoS Chair for approval. The CoS Chair sends notification to the Standards Secretariat approving release of the document for public review.

5.2 Public Review²

5.2.1 General

The Standards Secretariat shall be responsible for facilitating public reviews including notification to the SEC so that SEC members may participate in the public review process. Such notification can be accomplished via announcement in relevant AIAA publications (*AIAA Bulletin*, *Daily Launch*, *Momentum*, etc.) as well as ANSI *Standards Action*.

² Although a 60-day public comment period is not required in all instances, a number of provisions in the *ANSI Essential Requirements*, when read in combination, satisfy the WTO's 60-day rule. Before adopting a standard, ANSI-Accredited Standards Developers shall allow a period of at least 60 days in total for submission of comments on the draft standard if requested by an interested party within the territory of a Member of the WTO. Exceptions outlined in the rule are permitted due to issues of safety, health or environment. (See *WTO Agreement on Technical Barriers to Trade (TBT)*, Annex 3 *Code of Good Practice for the Preparation, Adoption and Application of Standards (CGP) Substantive Provision L.*)

5.2.2 Initial Review Period

In the case of an initial public review of a new document, the review period shall be 45 days and distribution shall be by electronic means. Method and deadline for response will be stated in various announcements posted by the Standards Secretariat.

In the case of a revision or reaffirmation, the public review period may be concurrent with CoS balloting. However, sequential public review and consensus body ballot may be more efficient if judgment indicates that substantive changes to the document could result from the public review.

The ANSI public review should run concurrently with the AIAA public review. ANSI public review is initiated via the ANSI BSR-8 form completed in full and submitted by the Standards Secretariat to ANSI.

5.2.3 Supplemental Review

The CoS may supplement or precede the public review by having a proposed document sent to group(s) or individual(s) known to have an interest in the scope and purpose of the proposed document. This is not part of the official AIAA standard public review process.

5.2.4 Comments and Resolution

All comments should be submitted electronically to the Standards Secretariat using the AIAA comment form (see Attachment 5). Use of this form will ensure that all comments are recorded and handled appropriately. The Standards Secretariat shall compile all comments submitted during public review and send a comprehensive comment form to the CoS Chairperson for distribution to the CoS. The CoS shall address each comment. The CoS Chair, in consultation with the Standards Secretariat and the CoS, shall make a concerted effort to resolve all public comments by working directly with the commenters. Following completion of the comment resolution process, all commenters and CoS members shall be notified of the consideration of the comments, the action taken, or the reasons why the comments could not be resolved. This notification shall be in writing and shall be distributed by the Standards Secretariat. All relevant correspondence relating to this process shall be retained by the Standards Secretariat.

5.2.4.1 Late Comments

The CoS is not required to consider late public review comments in deciding whether to proceed to the next action of the project. Late comments that are not considered as part of the review and resolution of the current proposed draft shall be documented and considered in one of the following ways, and the individual who submitted the late comment shall be so notified: (a) If another public review cycle is warranted by the nature or extent of the changes made in response to timely comments, then the late comments from the previous proposed draft shall be treated as though they had been submitted on the subsequent proposed draft (full ballot) or portions of the draft subject to comment; (b) if another public review cycle is not warranted, then late comments shall be treated as a new proposal (see Attachment 2). The CoS is also not required to consider comments that are not related to the proposed document in public review; however, such comments shall be documented and considered in the same manner as submittal of a new proposal, and the submitter of the comments so notified.

5.2.5 Changes

The CoS Chair shall submit the comment resolution form to the Standards Secretariat, who will then incorporate requested changes and prepare a final document for the CoS to review. This review period shall be 10 days with extension granted at the request of the CoS Chair.

Changes can be general, editorial, technical, and/or substantive. Substantive changes (see definition in section 7) include but are not limited to changes from “shall” to “should” or “should” to “shall”; addition, deletion, or revision of any requirements; and/or addition of mandatory compliance with referenced standards. The CoS members, in consultation with the Standards Secretariat, shall be responsible for determining whether any change is substantive. If any substantive change is made to a draft standard following an initial public review, the Standards Secretariat shall recirculate an updated draft to the CoS for review and approval to release the document for a subsequent public review (see section 5.2.6). Each unresolved objection and attempts at resolution, and any substantive change made in a proposed

American National Standard shall be reported to the consensus body in order to afford all members of the consensus body an opportunity to respond, reaffirm, or change their vote. Unresolved objectors shall be informed in writing of their right to appeal and that an appeals process exists within AIAA. This iterative process will continue until no substantive changes are made to a draft standard as a result of a CoS ballot or a public review.

5.2.6 Subsequent Public Reviews

Subsequent public reviews are warranted when after the initial public review and during the CoS resolution of comments a substantive change to the proposed document is made. Additional public reviews may be limited to only the changes made to the document and the review period may be reduced to 30 days provided that the full text of the revision can be published in the ANSI Standards Action (typically limited to five pages). If this condition cannot be met, then the review period shall be 45 days, as in section 5.2.2.

5.3 CoS Ballot Process

Upon completion of public review, resolution of comments, and final review of the document, the CoS shall vote on its document for publication (see Attachment 6). The results of the ballot determine the document's progression to the SEC for approval. Unresolved objectors shall be informed in writing of their right to appeal.

5.3.1 Authorization of Ballots

Any of the following may propose initiation of a ballot:

- CoS Chair;
- majority vote among members in a CoS meeting, provided a quorum is present, and recorded in the minutes;
- petition of five members of a CoS.

The CoS Chair shall provide written notification to the Standards Secretariat directing the Secretariat to initiate a ballot.

5.3.2 Ballot Circulation

The Standards Secretariat shall circulate a ballot to the CoS upon approval of the CoS Chair. For process traceability purposes, no other individual shall be authorized to circulate a ballot.

5.3.3 Ballot Period and Method

The voting period for an approval ballot is typically 30 days when conducted after successful resolution of public review and comments. The voting period shall not be fewer than 14 days. When defining the voting period, consideration should be given to the fact that a window of fewer than 30 days may impact the ballot return rate. For reaffirmation or revision of a document, the CoS Chair may request that the ballot be conducted concurrently with the public review. In such a case, the ballot period shall be the same as the public review period of 45 days.

Each ballot circulated by the Standards Secretariat shall clearly indicate both the opening and closing dates of the ballot. A PDF or equivalent file of the document that is to be voted on shall be included with the ballot. Ballots shall be closed on the date indicated on the ballot form.

If, at the close of the initial ballot period, an insufficient number of ballots to determine consensus have been returned, the Standards Secretariat, in consultation with the CoS chair, shall extend the ballot period for a length of time deemed appropriate. Notice shall be sent to those consensus body members who have not yet submitted a completed ballot. The Standards Secretariat may solicit ballots by sending notices to those members who are in danger of missing the ballot closing ten days in advance of the closing date. The Standards Secretariat may automate the notification system if using an electronic system.

Ballots received by the Standards Secretariat after the close of the voting period will not be considered in the evaluation of the first ballot, unless an extension of the balloting period has been established. At the close of the voting period, the Standards Secretariat shall submit a complete voting tally to the consensus body committee by correspondence or at a CoS meeting.

5.3.4 Consensus Body Approval

Approval of standards documents requires that a minimum of 68% of the consensus body membership cast a vote; two-thirds of all votes, excluding abstentions, must be affirmative for approval. Balloting may be conducted electronically or at face-to-face meetings provided there is a quorum. When recorded votes are to be taken at a face-to-face meeting of the CoS, members who will be absent shall be given the opportunity to cast their ballot before the meeting. Votes received after the close of the voting period will not be considered unless an extension of the balloting period has been established by the CoS Chair.

Votes shall be recorded as follows: Affirmative, Affirmative with Comments, Negative, Abstain. Negative votes must be accompanied by comments related to this question (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection). Votes unaccompanied by such comments related to the ballot question shall be recorded as "negative without comment" without further notice to the voter. Such votes shall not be factored into the numerical requirements for consensus. The same procedure shall apply for negative votes submitted with comments not related to the ballot question. Abstentions should be accompanied by a reason. "Conditional" votes (i.e., affirmative votes that contain instructions "only if the following comments are accepted/changes are made) shall not be accepted. In such a case, the vote should be negative. Any "conditional" votes received will be returned to the voter for further clarification. These provisions shall be indicated on the ballot form. Comments received that are unrelated to the ballot question may be considered as new proposals for work by any appropriate body.

Should a consensus body member wish to change his/her vote following submission of a ballot, he or she shall resubmit the vote and indicate in writing that it supersedes the previously cast ballot. No changes to a ballot can be made after a ballot has closed.

5.3.5 Voting Obligations

Members of a consensus body shall exercise their voting privileges within prescribed time limits and meet the defined participation requirements.

5.3.6 Confidentiality

The interim results of all ballots should not be revealed to the committee members until the balloting has been closed. If a vote is sent via email, do not copy the entire CoS. Final tally results are available from the Standards Secretariat upon request.

5.4 SEC Ballot Process

5.4.1 Ballot Circulation

At the close and passage of the CoS ballot, the Standards Secretariat shall circulate a ballot along with corresponding process list of the document for balloting to the SEC for approval for publication. For process traceability purposes, no other individual shall be authorized to circulate a ballot.

5.4.2 Ballot Period and Procedure

The ballot period shall be 14 calendar days and indicate opening and closing dates. At least 68% of the SEC members must vote. (See section 2.2.3.3 for voting rules and responsibilities.) Acceptance is achieved when two-thirds of those voting cast affirmative votes.

The SEC shall ensure that all procedures set forth herein pertaining to the document have been implemented (per section 2.2). The Standards Secretariat shall inform the SEC of the ballot results. Upon approval by the SEC for submission to ANSI, the Standards Secretariat shall submit all appropriate forms and documentation to ANSI for final processing of the document. In the case of documents that are not to be submitted to ANSI, the Standards Secretariat shall proceed with publishing the document within AIAA.

5.5 Publication

AIAA standards shall be published and made available as soon as possible after approval by the SEC, and approval by the ANSI BSR in the case of American National Standards. The style shall be consistent with the most current version of the *Guidelines for the Preparation of AIAA Standards Documents* (available on request). Publication may be accomplished through either print or electronic media, or both. The Standards Secretariat shall follow the AIAA publishing procedures.

5.6 International Standards

In the course of development of AIAA standards, a CoS should consider relevant international standards. When documents have received SEC approval and thus acceptance for publication as an AIAA document, they may be provided by the CoS Chair to the U. S. TAG for the relevant ISO (International Organization for Standardization) or IEC (International Electrotechnical Commission) committee for consideration as a U. S. proposal for an international standard.

The potential international applicability of new standards projects should be investigated.

6 Maintenance Practices

6.1 Document Identification System

A new document carries a letter designation based on the type of document:

G = Guide

R = Recommended Practice

S = Standard

SP = Special Project

6.1.1 Numbering

At the time of project initiation, standards documents are assigned a number by the Standards Secretariat. The number of the document is sequential and based on order established by the Standards Secretariat followed by the year of publication.

6.1.1.1 Reaffirmed Document Numbering

For reaffirmed documents, the Standards Secretariat must add a designation that includes the year of reaffirmation to the front of the document. This designation is placed in the upper right-hand corner of the document and in the header on each page of the document:

ANSI/AIAA R-101-2006 (Reaffirmed 2011)

6.1.1.2 Revised Document Numbering

Revisions to standards documents will always carry the original number designation followed by a letter sequentially assigned.

AIAA G-003C-2010 (this is the third revision of G-003, originally published in 1990).

6.2 Review Period

The CoS that created a Standard, Recommended Practice, or Guide is responsible for reviewing the document within 5 years of publication to determine if the document should be reaffirmed, revised, or withdrawn by the SEC upon recommendation of the respective CoS. The review process should be completed within 6 months of the 5-year anniversary unless an extension has been granted. If the

document is reaffirmed or revised, then the CoS that recommended that action is responsible for reviewing the document again within 10 years of the original publication date.

6.2.1 Review Method

The method of reviewing a standards document will follow the form and procedures used in the creation of standards documents, with the same coordination, approval, appeals, and publication process.

6.2.2 Revisions

If the CoS ballot results in a decision to revise a document (or the CoS Chair, based on collected CoS ballot data decides to revise a document), then consensus procedures as outlined in this *AIAA Standards Program Procedures* shall apply.

6.2.3 Withdrawal of a Standard

If the CoS ballot results in a decision to withdraw a document, then upon approval of the SEC the Standards Secretariat shall submit necessary documentation for Public Review through appropriate AIAA media (*AIAA Bulletin*, *Daily Launch*, *Momentum*, *Web site*, etc.) and published when appropriate in *ANSI Standards Action* in the case of American National Standards. A minimum of 68% of the CoS members must vote and two-thirds of all votes, excluding abstentions, must be for withdrawal.

6.2.3.1 Administrative Withdrawal

If no action has been taken on a document, then the document shall be administratively withdrawn. AIAA standards shall be withdrawn 5 years following approval if an action to revise or reaffirm the standard has not been initiated, unless an extension has been granted by the SEC or by ANSI in the case of ANSI-approved AIAA standards. A standard for which no reaffirmation or revision effort has been initiated within the 5-year period, which has been recommended for withdrawal by the SEC or ANSI, shall be withdrawn at the close of a 30-day public review notice posted in appropriate AIAA media (*AIAA Bulletin*, *Daily Launch*, *Momentum*, *Web site*, *TC email lists*, etc.) or in *Standards Action* in the case of ANSI-approved AIAA Standards.

An AIAA standard must be supported by the SEC. If the SEC wishes to withdraw its approval of one or more of its standards documents, it may do so without a vote of the relevant CoS. If the SEC chooses to withdraw one or more of its approved American National Standards, the Standards Secretariat shall notify ANSI immediately via the BSR-9 or such appropriate form and the standard shall be withdrawn as an ANS and announced in *ANSI Standards Action*. A withdrawn ANSI standard may return its AIAA status upon approval by the SEC.

6.2.4 Discontinuance of a Standards Project

AIAA may decide to abandon the processing of a proposed new or revised AIAA document or portion thereof at its own discretion and without a vote of the relevant consensus body.

AIAA must notify ANSI immediately of the discontinuance of a standards project which will be announced in *ANSI Standards Action*.

6.2.5 Notice

Notice of all final actions (reaffirmation, revision, withdrawal) on all standards shall be posted in the appropriate AIAA media (*AIAA Bulletin*, *Daily Launch*, *Momentum*, *Web site*, etc.) and published in *Standards Action* in the case of American National Standards.

An accredited standards developer may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof at its own discretion and without a vote of the relevant consensus body.

Abbreviations, Terms, and Definitions

The following terms and definitions are provided to increase Standards Program participants, understanding of the policies and procedures contained in this document.

ANS

American National Standard

ANSI

American National Standards Institute

ANSI Accreditation

approval by the ANSI Executive Standards Council (ExSC) of the written procedures submitted by a standards developer relative to the development and documentation of evidence of consensus in connection with standards that are expected to be approved as American National Standards

Balance

no one interest category shall comprise more than 50% of a project's CoS membership

BSR

Board of Standards Review (ANSI)

NOTE Responsible for the approval and withdrawal of American National Standards and for hearing appeals of its decisions.

CoS

Committee on Standards (AIAA)

NOTE Responsible for development and review of standards documents.

Conflict of interest

a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her duties; a situation in which a person has competing interests or loyalties

Consensus

substantial agreement has been reached by directly and materially affected interests and is the concurrence of more than a majority but not necessarily unanimity.

NOTE Consensus requires that all views and objections be considered and that an effort be made toward their resolution.

Consensus body

the group that approves the content of a standard and whose vote demonstrates evidence of consensus

Dominance

position or exercise of dominant authority. Leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints

Due process

basic fairness

ExSC

Executive Standards Council (ANSI)

NOTE Responsible for the procedures and criteria for national and international standards development activities of the Institute, and accredits national standards developers and U.S. Technical Advisory Groups (TAGs) to ISO.

Guide

technical information that supports present or future Standards or Recommended Practices and provides instruction for their application; this category includes handbooks and uses “may” statements, indicating a permissive position

ISO

International Organization for Standardization

Majority

more than half; 50% plus one

Periodic maintenance

the maintenance of a standard by review of the entire document and action to revise or reaffirm it on a schedule not to exceed five years from the date of its approval as an American National Standard

PINS

Project Initiation Notification System (ANSI)

Proxy

a written and signed document by which a voting member of a consensus body authorizes another person to vote in the member’s stead, if allowed by the developer’s procedures

Quorum

minimum number of members of a group necessary to conduct business

Reaffirmation

course of action taken to approve an existing document within 5 years of publication

Recommended Practice

authoritative engineering and technical data that may evolve to a standard through industry application and acceptance; uses “should” statements, indicating an advisory position

Revision

course of action taken to amend an existing document within 5 years of publication

Resolved

a negative vote cast by a member of the consensus body or a comment submitted as a result of public review where the negative voter agrees to change his/her vote or the negative commenter accepts the proposed resolution of his/her comment

SEC

Standards Executive Council (AIAA)

Special Project Report

typified by contract reports, directories, anthologies, and separately published appendices and rationale statements

Standard

document establishing engineering and technical requirements and the inclusion of provisions necessary to verify compliance; uses “shall” statements, indicating that compliance is expected

Substantive change

a modification to a proposed standard that directly and materially affects the use of the standard

Examples of substantive changes are below:

- “shall” to “should” or “should” to “shall”;
- addition, deletion, or revision of requirements, regardless of the number of changes;
- addition of mandatory compliance with referenced standards.

TAC

Technical Activities Committee (AIAA)

TC

Technical Committee (AIAA)

U.S. TAG

United States Technical Advisory Group; AIAA administers the TAG for ISO TC20/SC14 (Aircraft and Space Vehicles, Subcommittee 14 Space Systems and Operations) and ISO TC20/SC13 (Space Data and Information Transfer Systems)

Unresolved

either (a) a negative vote submitted by a consensus body member or (b) written comments, submitted by a person during public review expressing disagreement with some or all of the proposed standard, that have not been satisfied and/or withdrawn after having been addressed according to the procedures contained herein

Withdrawal

course of action taken to end publication of a document within 5 years of publication or at its 10-year expiration with ANSI as an American National Standard

Annex A

Interest Category Examples and Definitions (Informative)

Interest categories can be as a CoS member, a CoS voter, and SEC member or an SEC voter. In defining interest categories appropriate to a standards activity, consideration shall be given to the following primary categories: Academia, Government, and Industry.

Academia — An individual from an educational institution (university and/or college), whose area of instruction and/or research is within the scope of the committee.

General Interest – A General Interest organization or company is one that does not fit into the other categories listed. An individual from a company or organization (including a consultant) that *regularly* represents two or more interest categories may be classified as General Interest.

Government — An individual from a governmental (State and Federal) organization that produces, uses, or regulates materials, products, systems, or services within the scope of the committee. Any branch of the U.S. military or any Federal or State agency (that is not classified as having jurisdiction over the implementation of a standard) will be classified as Government. A consultant whose primary business involves representing Government is considered to be in the Government interest category.

Industry — An individual from a private organization that produces, purchases, sells, or uses materials, products, systems, or services within the scope of the committee.

Organization of Having Jurisdiction (OHJ) – A representative of an organization having jurisdiction over the implementation of the requirements of a standard. A consultant or agent who represents an organization having jurisdiction would be classified in this category.

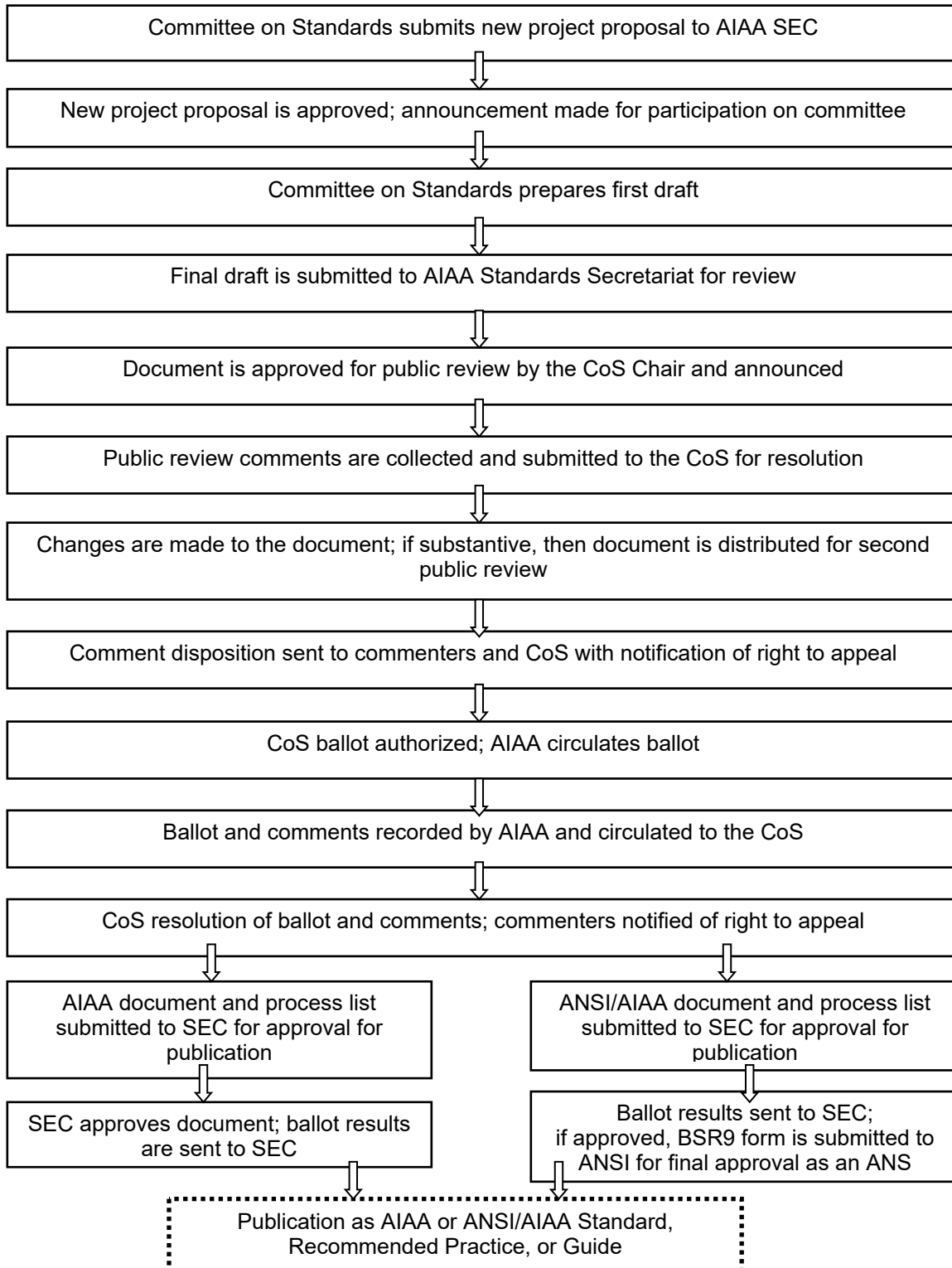
Producer – An individual who is authorized to represent a company that is engaged in the manufacture of products covered by the committee. A company that contracts out operations such as fabrication and/or assembly, but still retains some control of the overall production process, including for example, performance of such major functions as research and development, design, ownership of tools and dies, production scheduling, quality control, and wholesale distribution, is also considered to be a producer. A consultant or agent who is authorized to represent a manufacturer is considered a producer.

Testing Organization – An authorized representative of an organization that tests and/or certifies products covered by the standard. A consultant or agent who is authorized to represent a testing organization would be classified in this category.

User – An authorized representative of a company or organization whose primary activity causes it to use or employ the products, goods, or services that are affected by the standards developed by the particular Committee. A User may also be an organization that represents the health and safety interests of the general public or of specific groups, including workers. A consultant whose primary business involves representing Users is considered to be in the User interest category.

Annex B

Basic Steps in the Development of a Standard, Recommended Practice, or Guide (Informative)



ATTACHMENT 1 – AIAA STANDARDS NEW CoS PROPOSAL FORM

Date:	
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Please submit this form via E-mail to [AIAA](mailto:standards@aiaa.org)

**AIAA STANDARDS PROPOSAL FOR A
NEW COMMITTEE ON STANDARDS (rev. 8/2011)**

1. Proposed title of group:	
2. Proposed chair: (include complete contact info):	
3. Scope of new activity: (define the limits of the activity, may begin with "Standardization of/in the field of...")	
4. Provide an explanation of the need for the new activity: (What is the value to the aerospace community? Define the purpose and justification for the new activity.)	
5. Identify the stakeholders (e.g., satellite manufacturers, aerodynamic test facility operators, launch providers, etc.) likely to be directly impacted by the activity:	
6. Identify the interest categories to be used to establish balance in this committee: (e.g., producer/user/general interest, government/industry/academia, or other. Definitions are provided in Annex A of the AIAA Standards Program Procedures, Rev. ed. January 2012.)	

7. Goals and Deliverables: (Briefly outline the specific goals of the new activity, e.g. define terminology, standardize test methods, define performance requirements, etc. Include any deliverables envisioned.)
9. Survey of similar work undertaken in other bodies: (indicate relevant/similar activities currently underway in other bodies and/or relevant/similar documents to be considered)
10. Liaisons: (indicate any external and/or internal bodies with which cooperation and liaison should be established, including TCs)
11. Proposed CoS Initial Membership (please list at least five participants with affiliations)
<ol style="list-style-type: none">1.2.3.4.5.
12. Additional comments: (if any)

13. Submitter: (specify submitter's name and complete contact information, address, phone, email, etc.)	Name:	
	Title:	
	Organization:	
	Address:	
	City, ST, Zip:	
	Phone:	
	Fax:	
	Email:	

ATTACHMENT 2 – AIAA STANDARDS PROJECT PROPOSAL FORM**AIAA STANDARDS PROJECT PROPOSAL FORM***(Rev. 09/2016)*Date: Submit this form via E-mail to hillaryw@aiaa.org

1. Designation of Proposed Document: (Special Project, Guide, Recommended Practice, or Standard)	
2. Title of Document:	
3. Project Intent: (Check the applicable box below)	Supersedes or Affects: (Specify designation of approved AIAA standard(s) affected or superseded.)
Create new document	
Revise current document	
Revise and Redesignate current document	
Revise, Redesignate and Consolidate current document(s)	
Revise and Partition current documents(s)	
Reaffirm current document	
Reaffirm and Redesignate current document	
Supplement to a current document	
Withdraw current document	
4. This document contains excerpted text from an international standard, but is not an ISO or IEC adoption.	Check here if this standard includes excerpted text from an ISO or IEC standard but is not an identical or modified adoption of an international standard.
5. This document is intended to become an American National Standard (ANS)	Yes
	No
6. Purpose and justification of the proposal a) What is the verified market need for the proposal? b) What problem does this standard solve? c) What value will the standard bring to end-users? d) Identify the stakeholders (e.g., satellite manufacturers, aerodynamic test facility operators, launch providers, etc.). e) Approximately how many end-users do you expect will obtain this standard? f) Provide a brief rationale (1-2 sentences) from 2 or more stakeholders regarding the importance of this project.	

7. Identify the Technical Committee or Program Committee chartered with oversight of the area (see www.aiaa.org):			
8. Description of Contents of Standard: (provide a one paragraph description. If more information is needed, please add on separate page.)			
9. Consumer Product or Service:	<input type="checkbox"/>	Check here if document covers Consumer or Service Product.	
10. Patents Included: Will the document include a patented invention?	<input type="checkbox"/>	Yes (must provide response to Item 11)	
11. Patent requirement: If the document includes a patented invention, will this be a requirement? (Review section 4.6 in <i>AIAA Standards Program Procedures</i>)	<input type="checkbox"/>	Yes	
12. Units of Measurement: Will the document use SI units? If yes, will the document also use U.S. units?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
13. Approved Committee on Standards Sponsorship (indicate the CoS or other approved consensus body that will undertake this project):	<input type="checkbox"/>		
14. Proposed CoS membership (if a revision, provide the members of current CoS): List the Chair and initial participants, affiliations and Interest Category (I, G, A); There must be membership balance between Industry, Government and Academia. No one interest category can comprise more than 50% of the CoS membership.	<input type="checkbox"/>		
15. Participation (indicate those materially affected organizations which have committed to supporting this project, use separate attachment if necessary):	<input type="checkbox"/>		
16. Resources: (indicate an estimate of the commitment that will be necessary for committee members to effectively participate in this activity, e.g., participation will be by teleconference only with X frequency, participation will be by teleconference and face-to-face meetings with X frequency, etc.)	<input type="checkbox"/>		
	<input type="checkbox"/>		
17. Schedule: (indicate the schedule envisioned for document development, include critical milestone dates that can be used to assess progress.)	<input type="checkbox"/>		

Date	Milestone	
18. Risk: (indicate any risk factors that may impact the above schedule and possible measures to be taken to mitigate the risk)		
19. Survey of similar work undertaken in other bodies: (indicate relevant/similar activities currently underway in other bodies and/or relevant/similar documents to be considered)		
20. International Participation:		<input type="checkbox"/> Check here if this project is open to international participation.
21. Submitter: (specify submitter's name and complete contact information, address, phone, email, etc.)	Name:	
	Title:	
	Organization:	
	Address:	
	City, ST, Zip:	
	Phone:	
	Fax:	
	Email:	

ATTACHMENT 3 – AIAA STANDARDS PARTICIPATION FORM

**AIAA [NAME] Committee on Standards (CoS)
Participation Application**

Please check the appropriate box:

- I wish to be a member of the AIAA [NAME] Committee on Standards (XXCoS) and I or an alternate will attend and participate in meetings as frequently as possible. I also agree to respond to all correspondence in a timely manner
- I wish to remain apprised of the activities of this committee. Please place my name on the CoS information mailing list.

The following interest categories are used to ensure that all AIAA Committees on Standards are balanced and not dominated by a single interest group. Please review the categories below and then check the box that most appropriately matches your primary interest.

- Government
- Industry
- Academia
- _____

Name:

Date:

Organization:

Address:

Phone:

Fax:

Email:

Please check one:

For my organization, I am the primary / alternate contact.

I am representing myself and not an organization.

Membership approval is subject to the concurrence of the CoS Chair.

Return to (preferably by email):

AIAA Standards Department

12700 Sunrise Valley Drive, Suite 200

Reston VA 20191

hillaryw@aiaa.org

ATTACHMENT 4 – AIAA STANDARDS PATENT STATEMENT



Patent Statement and Licensing Declaration Form for AIAA Standard

This declaration does not represent an actual grant of a license

Please complete this form and return it to:

AIAA
Program Manager, Standards
12700 Sunrise Valley Dr., Suite 200
Reston, VA 20191
hillaryw@aiaa.org

Patent Holder or Authorized Party

Legal Name: _____

Contact for license application

Name: _____

Department: _____

Address: _____

Email: _____

Phone: _____

Fax: _____

URL (optional): _____

Licensing declaration

The Patent Holder believes that it holds granted and/or pending applications for patents, the use of which would be required to implement the above document and hereby declares, in accordance with the Common Patent Policy for AIAA, that (check one box only):

- 1. The Patent Holder is prepared to grant a free-of-charge license to an unrestricted number of applicants on a worldwide, non-discriminatory basis and under other reasonable terms and conditions to make, use, and sell implementations of the above document.

Negotiations are left to the parties concerned and are performed outside the AIAA.

Also mark here if the Patent Holder's willingness to license is conditioned on reciprocity for the above document.

Also mark here if the Patent Holder reserves the right to license on reasonable terms and conditions (but not free of charge) to applicants who are only willing to license their patent claims, whose use would be required to implement the above document, on reasonable terms and conditions that are demonstrably free from any unfair discrimination to all applicants desiring to utilize the license for the purpose of implementing the standard (but not free of charge)

2. The Patent Holder is prepared to grant a license to an unrestricted number of applicants on a worldwide, non-discriminatory basis and on reasonable terms and conditions *that are demonstrably free from any unfair discrimination to all applicants desiring to utilize the license for the purpose of implementing the standard* to make, use, and sell implementations of the above document.

Negotiations are left to the parties concerned and are performed outside the AIAA.

Also mark here if the Patent Holder's willingness to license is conditioned on reciprocity for the above document.

3. The Patent Holder is unwilling to grant licenses in accordance with provisions of either 1 or 2 above. In this case, the following information must be provided to AIAA as part of this declaration:
- granted patent number or patent application number (if pending);
 - an indication of which portions of the above document are affected;
 - a description of the patent claims covering the above document
-

Free of charge: The words "free of charge" do not mean that the Patent Holder is waiving all of its rights with respect to the essential patent. Rather, "free of charge" refers to the issue of monetary compensation (i.e., that the Patent Holder will not seek any monetary compensation as part of the licensing arrangement (whether such compensation is called a royalty, a one-time licensing fee, etc.). However, while the Patent Holder in this situation is committing to not charging any monetary amount, the Patent Holder is still entitled to require that the implementer of the above document sign a license agreement that contains other reasonable terms and conditions such as those relating to governing law, field of use, reciprocity, warranties, etc.

Reciprocity: As used herein, the word "reciprocity" means that the Patent Holder shall only be required to license any prospective licensee if such prospective licensee will commit to license its essential patent(s) or essential patent claim(s) for implementation of the same above document free of charge or under reasonable terms and conditions.

Signature

Patent Holder: _____

Name of Authorized Person: _____

Title of Authorized Person: _____

Signature: _____

Place: _____

Date: _____

Patent Information

(Desired but not required for options 1 and 2; required for option 3—see Note.)

Number	Status (granted/pending)	Country	Granted Patent Number or Application Number (if pending)	Title
1.				
2.				
3.				

NOTE For option 3, the additional minimum information that shall also be provided is listed in the option 3 box above.

Adapted from the *ISO Patent Statement and Licensing Declaration Form, March 2007*

ATTACHMENT 5 – AIAA STANDARDS COMMENT TEMPLATE

AIAA Standards Program Comment Template

Comment Due Date:	Document:
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1	2	3	4	5	6	7
Commenter's Initials	Clause No./ Subclause No./Annex (e.g., 3.1)	Paragraph/ Figure/Table Note (e.g., Table 1)	Type of comment ¹	Comment (justification for change)	Proposed Change	Committee Observation on Each Comment Submitted ²

Initials	Commenter Name	Commenter Email	Commenter Phone

1 **Type of comment:** **ge** = general **te** = technical **ed** = editorial

2 Please note whether change is substantive (e.g., **S**; agree to add compliance note as suggested.).

NOTE: All columns should be completed to the extent possible. This will make the disposition of your comments the most efficient and ensure that they are handled fairly and accurately.

Adapted from the *ISO electronic balloting commenting template/version 2001-10*

ATTACHMENT 6 – CoS APPROVAL BALLOT

Voting Body: [CoS Name]
Opening Date:
Authorization: [CoS Chair Name]
Closing Date:

Question: Should ANSI BSR/AIAA S-XXX (NAME) be approved for publication as it is currently presented?

Affirmative **Affirmative with comments** **Negative** **Abstain**

Comments:

Initials of commenter	Clause No./ Subclause No./ Annex (e.g. 3.1)	Paragraph/ Figure/Table Note (e.g. Table 1)	Type of comment ¹	Comment (justification for change)	Proposed Change	Committee Observation on each comment submitted

Name: _____ **Date Returned:** _____
Address: _____
Phone: _____ **Email:** _____

Interest Category as it pertains to this ballot:
 Government Industry Academia _____

Negative votes must be accompanied by comments related to this question (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection). Votes unaccompanied by such comments will be recorded as “negative without comments” without further notice to the voter. Such votes shall not be factored into the numerical requirements for consensus. Abstentions should be accompanied by a reason. “Conditional” votes (i.e., affirmative votes that contain instructions “only if the following comments are accepted/changes are made) will not be accepted. In such a case, the vote should be negative. Any “conditional” votes received will be returned to the voter for further clarification.

If your comments include graphics, please submit the graphics separately, in a modifiable format if necessary.

Ballots should be returned electronically when possible. Please attach your ballot to an email addressed to AIAA. If you are unable to submit your ballot electronically, please use the information below to mail or fax your ballot.

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